

DEPARTMENT OF THE ARMY
HEADQUARTERS, 4TH INFANTRY DIVISION ARTILLERY (MECHANIZED)
FORT HOOD, TEXAS 76544-5000



AFYB-DA-CO

18 April 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: DIVARTY Affirmative Action Plan

1. Purpose: The DIVARTY Affirmative Action Plan (AAP) is a comprehensive management tool for the Brigade Commander to determine inequalities, differences, similarities and performance of various racial and gender groups. It is utilized to implement corrective actions depending on assessment results and command capabilities. The concept of the DIVARTY AAP is for command direction and control, with staff management of affirmative action goals.

2. References:

- a. AR 600-20, Army Command Policy, Chapter 6, Equal Opportunity Program in the Army.
- b. DA Pamphlet 600-26, Department of the Army Affirmative Action Plan.
- c. DOD Directive 1350.2, The Department Of Defense Equal Opportunity Directive
- d. DOD Directive 1350.3, The Department of Defense Affirmative Action Planning and Assessment Process.
- e. FORSCOM Circular 600-9-21, FORSCOM Affirmative Action Plan
- f. III Corps and Fort Hood Regulation 600-21, Equal Opportunity Program
- g. III Corps and Fort Hood Regulation 600-26, Fort Hood Affirmative Action Plan.

3. Objectives:

- a. Develop Affirmative Actions based on higher headquarters directives, guidance from the Brigade Commander, and previously evaluated information by the brigade staff agencies (proponents).
- b. Identify and establish goals that are attainable, realistic, and measurable within the brigade's resources in support of the EO program.
- c. Assess equal opportunity in the brigade.
- d. Provide the opportunity for growth and effective utilization of the real and potential capabilities of all soldiers.

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- e. Ensure the program is carried out within the chain of command.
 - f. Develop leaders who are sensitive to the elements of racial, gender, and religious discrimination (see glossary) for the purpose of eliminating discrimination and sexual harassment or the perception that they exist.
 - g. Strengthen the chain of command and encourage a high degree of discipline and cohesion in the brigade to improve readiness.
4. Applicability. This plan applies to:
- a. Soldiers, DOD Civilian employees, and their families.
 - b. Both on and off-post, during duty and non-duty hours.
 - c. Working, living, and recreational environments.
5. Responsibilities:
- a. DIVARTY Executive Officer.
 - (1) Has brigade staff responsibility for this Affirmative Action Plan.
 - (2) Ensures the brigade staff and subordinate commanders execute the plan.
 - b. Command Sergeant Major.
 - Act as proponent for specific actions directed in the Appendices.
 - c. Battalion Commanders.
 - (1) Develop individual policies to support the brigade affirmative action goals in this unit.
 - (2) Implement this plan in their units.
 - d. Brigade level S1, S3, Legal NCO, Reenlistment NCO, and Battalion S1.
 - Act as proponent for specific actions Directed in the Appendix.
6. Reporting Requirements.
- a. Proponents: provide a copy of quarterly/annual reports to the Brigade Equal Opportunity Office.
 - b. AAP statistical data will be submitted to the Brigade Equal Opportunity Advisor (EOA) 24 working days prior to the end of each quarter using FORSCOM Form 1059-R, 1 Aug 94 (Appendix G).
 - c. Equal Opportunity Advisor:

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(1) Submits an annual Narrative and Statistical Report of Affirmative Action progress and shortfalls for the fiscal year completed to Headquarters, 4ID EO Office, ATTN: AFYB-EO. Report will be submitted no later than 3 working days prior to the suspense date set by Headquarters, 4ID EO Office.

(2) Submits a monthly Equal Opportunity complaint report to Headquarters, 4ID EO office. Reports will be submitted no later than (NLT) 3 working days prior to the end of each month.

(3) Submits a monthly Demographic report to Headquarters, 4ID EO office. Reports will be submitted no later than (NLT) the 15th of each month.

(4) Coordinates revision and update of the AAP as required.

(5) Submits an annual assessment of the AAP to the Brigade Commander, NLT 30 October of each calendar year.

(6) Keeps the Brigade Commander and subordinate commanders apprised of significant AAP issues.

d. Note: the term, REDCAT, used in this plan refers to Racial and Ethnic Designation Categories outlined in AR 600-20. Reports generated by this AAP are to reflect the following ethnic/gender categories:

(1) Ethnic – White; Black; Hispanic; Asian/Pacific Islander; Native American or Other.

(2) Gender – Male or Female

(3) Consider individuals not identified as White, Black, Hispanic, Asian/Pacific Islander, or Native American, as “Other” for reporting purposes. Do not use ethnic designators in AR 680-2 for AAP reporting purposes.



ALLEN W. BATSCHELET
COL, FA
Commanding

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Appendix A: Affirmative Actions, Goals, and Objectives

Appendix B: Ethnic Observance and Planning Schedules

Appendix C: Staff Assistance Visits

Appendix D: Complaint Procedures

Appendix E: EO Council

Appendix F: Glossary

Appendix G: Blank Forms

DISTRIBUTION

Cdr, DVARTY

XO, DIVARTY

CSM, DIVARTY

S1, DIVARTY

S3, DIVARTY

EOA, DIVARTY

Legal NCO, DIVARTY

Reenlistment NCO, DIVARTY

Cdr, 2/20 FA BN

Cdr, 589 BSB

Cdr, HHB, DIVARTY

Cdr, A 26 FA

Cdr, 324 Sig CO

Cdr, 4ID, ATTN: AFYB-EO, Ft. Hood, TX 76544

1 ea – BN EO Representative

1 ea – Company EO Representatives